

SEP 1985

POSITION DESCRIPTION

Position Number: HN-809
Position Title and Grade: IS-04 Executive Secretary
Location: DS&T/FBIS
Engineering Support Group/Office of the Chief

GENERAL:

Position is located in the Engineering Support Group of FBIS where the incumbent serves as Executive Secretary to the Group Chief (SIS-02), Deputy Group Chief (SIS-02), Special Assistant for Technology (GS-15), Special Assistant to the Chief (GS-14), and Program Control Officer (GS-13). Incumbent is delegated direct decision-making responsibility for the effective management, organization, and functioning of the office and, indirectly, for its subordinate division offices (Headquarters Engineering Division, Field Engineering Division, and Advanced Development Division). The incumbent manages the overall office effort by establishing functional procedures, quality control standards, priorities and deadlines, and by providing essential secretarial support.

Since the mission of Engineering Support Group involves planning, coordinating, and implementing all FBIS technical operations (both foreign and domestic), the incumbent must maintain regular contact with personnel at all levels within FBIS, as well as with senior personnel within the Agency, the Intelligence Community, private industry, academia, foreign agencies, and users of the FBIS product throughout the United States Government. A thorough working knowledge of their various functions, missions, organizations, and intelligence requirements is essential in order to make judgments in representing the mission of the Group and properly interfacing with these organizations. Decisions must be executed quickly with confidence, integrity, and discretion under a minimum of supervision even though the basis for decisions may involve esoteric technical material on requirements and systems that must be accurately and competently understood and communicated without compromising or otherwise endangering overt FBIS personnel at overseas locations.

PRIMARY DUTIES

- 1) Serve as office administrator/manager in the office of the Chief with full responsibility for its effective functioning and with designated authority to
 - o Develop, define, coordinate and implement efficient office administrative procedures, including the management of clerical support within the office and the dynamic restructuring of work flow in a constantly changing office environment.

- o Provide oversight in a variety of administrative/secretarial duties by directing and, as necessary, reviewing the work of subordinate secretarial employees.
- o Provide career guidance and direction to three division secretaries and serve as authoritative focal point for all secretarial career development issues. Duties include reviewing training records, recommending necessary courses for advancement within the Intelligence Secretarial Career Advancement System, and (where appropriate courses do not exist) developing and presenting (or contracting for) job-specific workshops and seminars. Additionally, the incumbent is responsible for preparing the Performance Appraisal Reports for a part-time secretarial employee, providing input to the preparation of the PARs of the other division secretaries, and serving on promotion and performance award panels for the IS-01 and IS-02 secretarial levels.
- o Arranges meetings and conferences (including assignment of time and location) with full responsibility for notifying participants, resolving schedule conflicts and identifying alternate locations as necessary, acting with full authority to ensure that all necessary preparatory actions are taken (including approval for the use of representational funds). Participants in the meetings may include not only senior FBIS officers, but also foreign national employees, representatives from foreign governmental agencies, and contractor executives, in which cases visitors' schedules must be coordinated with other components, particularly in close liaison with the FBIS Administrative Staff. It should be noted that these duties apply not only to all on-site meetings in FBIS facilities, but also to external meetings at which the attendance of senior Group personnel is required and, moreover, that these duties are extended to cover requisite travel arrangements, including scheduling and controlling use of government vehicles.
- o Screen all incoming telephone messages, written correspondence, tasking, and directives for the purposes of prioritizing and scheduling to insure appropriate attention, including action by the incumbent. This requires functioning as a fully-participating member of the front office management staff with a thorough knowledge of Group organization, assignment of individual responsibilities, current work load at the executive and subordinate levels, and the ability to make independent judgments as to how (and by whom) work is to be accomplished -- often by acting independently on behalf of senior management in a decision-making capacity, especially during new or unusual situations or under circumstances where time is of the essence in meeting deadlines.
- o Provide input and follow-through support to the Group Chief and his staff on requirements or proposals for office space, furnishings, and work environment.

2) Provide substantive secretarial support at the executive level by:

- o Maintaining engagement calendars for both the Group Chief and Deputy Group Chief, with full authority to set, shift, or cancel appointments based on knowledge of their respective priorities, commitments and policies; maintaining also the master calendar for scheduling use of the Group's conference room.
- o Briefing senior management with daily summaries of work to be scheduled, acted upon or completed during the day or within the near-term.
- o Researching files on specific or general issues as directed; assembling, analyzing and interpreting information; making assessments concerning its suitability to stated needs; assembling pertinent information for review prior to meetings; providing explication as necessary; and, when appropriate, recommending specific actions to management.
- o Attending meetings to serve as recording secretary (in Agency-qualified shorthand), originating lognotes, technical summaries, and decision summaries in both draft and final versions, and performing follow-up tasking on behalf of the Group Chief and Deputy Group Chief based on recorded and assigned action items.
- o Taking and transcribing (also in Agency-qualified shorthand) dictation from the Group Chief and Deputy Group Chief to compile finished reports, correspondence, and memos for their signature and editing for content and format all outgoing reports and correspondence.
- o Drafting correspondence at the request of the Group Chief or Deputy Group Chief and initiating correspondence related to office management functions for own or Group Chief's signature.
- o Acting as primary authority and referent for the Group on style, formatting, and protocol for all correspondence, reports, and documents and reviewing all outgoing material for completeness, accuracy, and compliance with Agency standards and regulations.

SECONDARY DUTIES

1) Serve as a resource on WANG procedures; instruct new secretaries in WANG operations until they can be scheduled for formal training or in FBIS and Agency unique applications; develop WANG applications for ESG.

2) Review secretarial applications and determine position suitability. The incumbent is responsible for selecting a junior secretary for the ESG front office -- including the preparation of job descriptions and vacancy notices. Additionally, the incumbent is responsible for tracking and maintaining records of all personnel actions and decisions pertaining to applicant files.

3) Schedule domestic and foreign travel, including developing and coordinating itineraries and reservations.

4) Serve as a resource for Electronic Time and Attendance System (ELECTAS) assistance, particularly for training new users and for handling unusual or difficult situations.

JOB ENRICHMENT

Automated FBIS System (AFS) -- As senior secretary to the Group within FBIS that is solely responsible for the design, installation, maintenance and operation of AFS, the incumbent will serve as Office-wide focal point for defining and coordinating all secretarial user interfaces with AFS technical systems as well as their inter-connections to other existing dependent systems within the Agency, particularly in terms of defining and standardizing proper data entry and document formatting criteria based on agreed-upon standards for electronic document exchange. This role requires not only maintaining a complete functional understanding of these systems, but also cultivating effective working relationships with the secretarial and clerical staffs of offices within and outside of the Directorate, including, for example, the Office of Information Technology, the Office of Communications, and DI components.